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MASON TRANSIT AUTHORITY

The attached minutes of the Mason Transit Authority regular meeting held on the 16th day of April, 2024 were approved by the Mason Transit Authority Board, by motion, on this 21st day of May, 2024.

DocuSigned by:
Eric Onisko
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Eric Onisko, Chair

DocuSigned by:
John Sheridan
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John Sheridan, Vice Chair

Cyndy Brehmeyer, Authority Member

DocuSigned by:
Richard Lee
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Richard Lee, Authority Member

DocuSigned by:
Wes Martin
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Wes Martin, Authority Member

Randy Neatherlin, Authority Member

Ryan Spurling, Authority Member

DocuSigned by:
Kevin Shutty
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Kevin Shutty, Authority Member

DocuSigned by:
Sharon Trask
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Sharon Trask, Authority Member

ATTEST: DocuSigned by:
Tracy Becht
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Tracy Becht, Clerk of the Board

DATE: 6/4/2024

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Mason Transit Authority
Minutes of the Regular Board Meeting
April 16, 2024
Virtually and at
Hoodsport Fire Hall Meeting Room
331 North Finch Creek Road
Hoodsport

OPENING PROTOCOL

1. **CALL TO ORDER:** 1:00 p.m.

2. **ROLL CALL AND DETERMINATION OF QUORUM**
   Authority Voting Board Members Present at T-CC: Eric Onisko, Chair; John Sheridan, Vice Chair, Cyndy Brehmeyer, Wes Martin, Randy Neatherlin and Sharon Trask. *Quorum met.*

   Authority Voting Board Members Present via Zoom: [None]

   Authority Voting Board Members Not Present: Richard Lee, Ryan Spurling and Kevin Shutty

   Authority Non-voting Board Member Not Present: Zachary Collins, Business Representative, IAM and AW, District Lodge 160.

   Citizen Advisor to the Board Not Present at T-CC: John Piety

   MTA Staff present at T-CC: Amy Asher, General Manager; Haley Dorian, Human Resources Generalist; Jason Rowe, Operations Manager; Paul Bolte, Facilities & Fleet Maintenance Manager; Tyler Hildebrandt, IT Administrator; and Tracy Becht, Clerk of the Authority Board.

   Others Present via Zoom: Rob Johnson, Legal Counsel.

3. **PUBLIC COMMENT** – [No member of the public attended the meeting in person or virtually.]

4. **APPROVAL OF AGENDA**

   Moved that the agenda for the April 16, 2024 Mason Transit Authority (MTA) regular board meeting be approved. **Sheridan/Trask. Motion carried.**

5. **CONSENT AGENDA**

   Moved to approve Consent Agenda items A through B as follows and as presented:

   A. March 19, 2024 MTA regular Board meeting minutes.
   B. Payments of March 1, 2024 through March 31, 2024 financial obligations on checks#38456 through #38560, as presented for a total of $4,365,771.18.

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Sheridan/Brehmeyer. Motion carried.

[Boardmember Neatherlin arrived in person at 1:02 PM]
[Legal Counsel, Robert Johnson, arrived virtually at 1:03 PM]

6. ACTION ITEMS – NEW BUSINESS

A. Surplus Vehicles. Ms. Asher, General Manager, informed the Board members that MTA has received the delivery of five (5) Gillig buses and ten (10) cutaways with three (3) more Gilligs to come. It is necessary to rotate the vehicle inventory to provide parking for the new vehicles that have arrived. Ms. Asher further indicated that, pursuant to policy, the General Manager shall recommend how the vehicles shall be surplused. Ms. Asher recommended that one Gillig bus and one cutaway be donated to Centralia College for their students to learn how to work on those vehicles. This suggestion was provided by MTA's former Maintenance Manager that is involved in that program. The remaining surplused vehicles shall be purchased by a vendor that will remove the decals on the buses. By selling the vehicles to the vendor that will remove the decals and have their own staff drive the vehicles to their location, it will allow MTA's busy maintenance staff to continue their work of converting cutaways to the use of diesel and propane fuel. Board member Martin expressed his agreement with the donation to Centralia College as it provides the training of future mechanics that will benefit the transit industry. Additionally, Board member Martin questioned the years of 2022 reflected in the schedule of the agenda and resolution. It was realized the wrong years were inserted in the schedule and would be corrected for the agenda and resolution. **Moved** that the Mason Transit Authority Board adopt Resolution No. 2024-04, as amended, declaring and approving the surplus and disposal of vehicles as set forth therein. **Trask/Martin**. **Motion carried**.

7. STAFF AND INFORMATION REPORTS:

A. Management Reports.

- **Recruiting**. Ms. Asher shared that the Economic Development Council (EDC) hired Kevin Shutty as its new Executive Director. Ms. Asher has been serving as the Chair of the hiring committee for the EDC.
- **Maintenance**. Paul Bolte, Facilities and Fleet Maintenance Manager, stated that MTA has received the Gilligs and 10 cutaways and two of the cutaways have been converted to include propane fuel option in addition to diesel. The Maintenance team has also upgraded the software with regard to the vehicles, as well as using a badge for drivers accessing fuel for the vehicles. The Facilities team is mapping out the spring park and ride work.
- **Operations**. Jason Rowe, Operations Manager, updated the Board that the new driver class of 5 new employees and 1 internal. This new class will bring MTA closer to its total number of drivers needed to continue to expand its service. He also indicated that Operations is working with its marketing and anticipating the rolling out the expansion in February 2025. Ridership continues to increase.

- **Audits**.
    - MTA is wrapping up the 2022 audit and meeting with MTA's temporary bookkeeper.

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    - Will be meeting with WSTIP in June or July regarding accident history. While MTA does not have as many accidents as its peers, the accidents are more costly.
- **Financial Reports.** Ms. Asher shared that the sales tax revenue for January came in below the 2024 budgeted amount and overall revenues are a little under. She also indicated that MTA is waiting for reimbursement from WSDOT relating to vehicle purchases. She stated that from the capital budget the a/c unit was installed in the server room.

8. COMMENTS BY BOARD:

At the request of former Board Chair John Campbell, Board member Neatherlin brought forth to the Board the matter of having Board members names on the plaque at the Belfair Park & Ride. Ms. Asher had a copy of the dedication plaque that is currently on the building and also indicated while meeting with Board members individually in preparing for the coming year, the number of Board members that did not want their names on the plaque exceeded those that did. After some preliminary discussions, it was decided to table the matter until the May MTA Board meeting.

9. UPCOMING MEETING

Mason Transit Authority
Regular Meeting
May 21, 2024 at 1:00 PM
Mason Transit Authority's
Transit-Community Center
Conference Room
601 West Franklin Street
Shelton

Moved that the meeting be adjourned.

9. ADJOURNED: 1:42 PM